

# ***Principal Check-List***

## **Pre-visit**

- ☐ Confirm date/time of visit with IDOE Outreach Coordinator
- ☐ Submit **Implementation Progress Report** at least **3 school days** prior to visit
- ☐ Complete **visit schedule** and send to IDOE Outreach Coordinator for approval
- ☐ Ensure appropriate staff and students are available for appropriate meetings/interviews
- ☐ Schedule a meeting room for the Outreach Coordinator to utilize during the visit and a meeting space for interviews and discussions.
- ☐ Share classroom **walkthrough expectations** with staff
- ☐ Complete **Turnaround Principle Rubric** with staff as a self-reflection
- ☐ Collect and organize evidence that is **aligned to each Turnaround Principles** (ie: binders, folders)

## **Visit**

- ☐ Meet with Principal and Leadership Team
- ☐ Focus or Priority 1<sup>st</sup> visit – **Principal participates in classroom observations** selected by Outreach Coordinator
- ☐ Priority 2<sup>nd</sup> visit – Outreach Coordinator will conduct unaccompanied observations
- ☐ Provide school maps/master schedule for classroom visits (keys if needed)
- ☐ Ensure coverage for staff who will be leadership and faculty interview meeting
- ☐ Debrief meeting with IDOE Outreach Coordinator (discuss observations, interviews, next steps, and commitments)

## **Post-visit**

- ☐ Share debrief feedback with staff as appropriate
- ☐ Contact Outreach Coordinator with questions